



UNIVERSITY OF VOCATIONAL TECHNOLOGY

MINISTRY OF EDUCATION, HIGHER EDUCATION AND VOCATIONAL EDUCATION



## VACANCIES

### Assistant Registrar (Establishment Division)

Applications are invited from suitably qualified citizens of Sri Lanka to serve at the University of Vocational Technology for the following post.

#### ❖ Qualifications, Experience, Application & other relevant information

#### 01. Assistant Registrar (Establishment Division)

##### Qualifications:

##### (a). External:

- (i) A Degree with First or Second Class of a recognized University / Higher Educational Institute.

OR

- (ii) A degree of a recognized University with a Postgraduate Degree /Postgraduate Diploma in Administration or Management of a recognized University/Higher Educational Institute.

##### (b). Internal:

- (i) A graduate of a recognized University/Higher Educational Institution who is a confirmed employee of the University.

OR

Employee who has completed a minimum of five (5) years of satisfactory service in the relevant field in a Grade II of the Management Assistant non technological (U-MN-I) or technological (U-MT-I) category.

##### Nature of Appointment:

- Permanent with entitlement to Employees 'Provident Fund and Employees' Trust Fund

##### Age Limit:

- Age should be not less than 22 years and not more than 45 years. The upper age limit will not apply to internal candidates.

##### Salary Scales:

- Salaries will be paid as per the Provisions of Management Services Circular No. 06/2025 dated 25/03/2025.

**Salary Code:** U-EX 1

**Selection Procedure:**

- By a Written Competitive Examination and/ or Structured Interview.

**Every applicant,**

- i. Should be a citizen of Sri Lanka.
- ii. Should be physically and mentally fit to discharge the duties of the post well.
- iii. Should be of excellent moral character.

**General Instructions:**

- This post is non-transferable.
- The post applied for should be marked on the top left-hand corner of the envelope.
- A letter from the employer indicating whether the applicant could be released in the event of his/her appointment to the post in case of an applicant serving in a government Institution.
- The duly completed applications on prescribed forms (\*downloaded from the University Website) together with the evidence of the relevant experience, educational qualification and other achievements.
- Applications should be in a sealed cover/envelope addressed to the Vice Chancellor, University of Vocational Technology, No 100, Kandawala, Ratmalana and either hand delivered or sent under registered cover to reach the above office on or before 31<sup>st</sup> August 2026
- All incomplete applications will be rejected.
- Only the shortlisted applicants as per the Schemes of Recruitments will be called for interview.
- Any attempt to make an undue influence will be considered a disqualification.

**Vice Chancellor  
University of Vocational Technology  
No. 100,  
Kandawala,  
Ratmalana**

**Tel: 0112-630 704**

**Web: [www.uovt.ac.lk](http://www.uovt.ac.lk)**

**02<sup>nd</sup> August 2026**